

☐ **This form is being resubmitted with corrections.**

Note: A DOE Standard Badge is issued to U.S. citizens only.

To: Badge Office: (505) 667-6901
Fax: (505) 667-1368
Mail Stop B236
Email: badge@lanl.gov
Web: badge.lanl.gov

From: Name: _____
Date: _____
Telephone: _____
Fax: _____

All information in the box directly below is required for this form to be accepted.

<u>Z Number</u>	Name of Individual to be badged (Last, First, Middle Initial)		Group
U <input type="radio"/>	L <input type="radio"/>	Q <input type="radio"/>	If now employed by a subcontractor/vendor, enter employer's name.
Uncleared	L-cleared	Q-cleared	Contract number
If a <u>clearance badge</u> , has the clearance level been granted?			Yes <input type="radio"/> No <input type="radio"/>

For Badge Holder Only: I request that my Social Security Number appear on the reverse side of my badge.

Badge Holder's Signature _____ Date _____

This badge request requires official approval. The following have signature authority for this form:
Division Directors, Group Leaders, or their designees as indicated in the Laboratory's Signature Authority System.

Name of Approver (Please print or type)	Title*	Group/Division	Phone
* This badge request will not be accepted if the approver's title is missing.			
Approver's Signature _____		Date _____	

Instructions and Guidelines for Submitting This Form

<p>This form is required in the following situations:</p> <ul style="list-style-type: none"> First-time issuance of a badge by LANL Clearance upgrade (e.g., U to L, L to Q, U to Q) Change of employer (e.g., change of subcontractor, moving from subcontractor to UC employment) Re-issue of a badge when current badge has an expiration date (affiliates, associates, consultants, subcontractors, etc.). 	<p>This form is not required in the following situations:</p> <ul style="list-style-type: none"> Clearance downgrade Replacement of damaged or lost badge Change of facial appearance Change of name (as long as new name is verifiable in EIS).
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When this form is required, please note the following:

- A DOE Standard Badge is issued to US citizens only.
- The form is used to request a DOE Standard Badge only, and cannot be used to request any LANL site-specific badges.
- The following data must be submitted correctly, as the Badge Office will not make corrections: Z number, clearance level for badging, subcontractor name and contract number, if applicable. If corrections are needed, please submit a new copy and check the box at the top.
- Form 917 will not be accepted until the clearance has actually been granted.
- The individual must be badged within 30 calendar days of the clearance grant and must bring a copy of the Clearance Grant memorandum to the Badge Office.
- Attachments to this form listing names of other individual to be badged are acceptable. The attachments, as well as the form itself, must be signed by the approving official with the same date of signature as the original form.
- No names may be added to Form 917 after submittal. Submit a separate request or a revised request with the new names.
- Only the badge holder (not a manager) can request that the Social Security Number appear on the reverse side of the badge. If the badge holder plans to request this, use this form for that person only—do not list any others to be badged.
- If the individual to be badged does not appear at the Badge Office within 30 calendar days of the date of approval signature, the form will be considered invalid and will be destroyed. A new form will be required.
- A badge with an expiration date will only be re-issued within 30 days of the current expiration date.
- Please do not submit duplicate copies of the request to the Badge Office. This includes copies given to the individual if a copy has already been submitted to the Badge Office.
- In many cases, a comprehensive security briefing will also be required before a clearance badge can be issued.